



CITY COUNCIL STAFF REPORT

From: City Clerk

Report Type: SPECIAL ORDER

Lead Department: City Clerk

Meeting Date: March 6, 2023

Report #: 2301-0838

TITLE

Select Applicants for Interviews for Board and Commission Openings on the Historic Resources Board, Human Relations Commission, Parks and Recreation Commission, Planning and Transportation Commission, Utilities Advisory Commission.

RECOMMENDATION

Direct Staff to schedule interviews with selected applicants for scheduled vacancies on the Historic Resources Board, Human Relations Commission, Parks and Recreation Commission, Planning and Transportation Commission, Utilities Advisory Commission. The applications will be released in a late packet report on March 2nd, 2023 upon completion of the recruitment period.

BACKGROUND

Boards and Commissions are established as advisory bodies to the City Council, made up of community volunteers that provide essential feedback on matters of importance to the community. The City Clerk's office advertises for vacancies twice per year after which the Council considers the applications, interviews desired candidates, and makes recommendations for appointment for the open positions.

During the last several recruitments, the City Council has elected to interview all qualified applicants for respective Boards and Commissions. It is at the discretion of the Council to determine if they wish to continue the past practice, interview all candidates, or identify and provide direction on a select cohort of applicants to continue to the interview processes.

Staff is requesting the City Council select the candidates to be interviewed for:

- Three (3) positions on the Historic Resources Board with terms ending 3/31/2026.
- Two (2) positions on the Human Relations Commission with terms ending 3/31/2026.
- Four (4) positions on the Parks & Recreation Commission with terms ending 3/31/2026.

- Three (3) positions on the Planning & Transportation Commission with two terms ending 3/31/2027 and one unexpired term ending 3/31/2025.
- Four (4) positions on the Utilities Advisory Commission with three terms ending 3/31/2026 and one unexpired term ending 3/31/2025.

MEMBERSHIP REQUIREMENTS

Each Board or Commission has different requirements for appointment such as mandatory residency, specialized training, or professional service in a specified area. For each of the Board or Commission with current vacancies, the requirements are listed below. Additionally, appointed members cannot be council members, officers or employees of the City of Palo Alto.

Historic Resources Board:

- Demonstrated interest in and knowledge of history, architecture or historic preservation. (PAMC 2.27.010)
- One member shall be an owner/occupant of a category 1 or 2 historic structure, or of a structure in a historic district. (PAMC 2.27.010)
- Three members shall be architects, landscape architects, building designers or other design professionals. (PAMC 2.27.010)
- At least one member shall possess academic education or practical experience in history or a related field. (PAMC 2.27.010)

Human Relations Commission:

- Palo Alto Residency. (PAMC 2.22.010)

Parks and Recreation Commission

- Demonstrated interest in parks, open space and recreation matters. (PAMC 2.25.010)
- Palo Alto Residency. (PAMC 2.25.010)

Planning and Transportation Commission:

- Palo Alto Residency. (PAMC 2.20.010)

Utilities Advisory Commission:

- Each member of the commission shall be a utility customer or the authorized representative of a utility customer. (PAMC 2.23.010)
- Palo Alto Residency for at least six members of the commission. (PAMC 2.23.010)

PUBLIC OUTREACH

The 2023 Annual Boards and Commissions recruitment invited applications from January 1, 2023 through February 28, 2023 through the new online application process. Palo Alto Municipal Code 2.16.060 requires public notification regarding vacancies of the Commissions as follows, “The City Clerk shall exercise their discretion in choosing the method of advertisement that will most effectively reach potential candidates.” Based on the September 14, 2021 Policy & Services Committee meeting report regarding Board and Commission Member demographics and community representation. The City Clerk’s office expanded recruitment efforts through additional means to “most effectively reach potential candidates”.

This recruitment was advertised through various methods including paid print and digital advisements in The Palo Alto Weekly and the Daily Post; via the City’s website and social media channels; in physical locations of the Palo Alto Libraries and Community Centers; and distributed by e-mail through established distribution lists to community based organizations, individuals and City subscription based notification lists.

APPROVED BY:

Lesley Milton